

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	Page 1 of 2
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2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 01/14/2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY Office of Procurement 359 Ford Bldg. Washington, DC 20515		CODE OP	7. ADMINISTERED BY (If other than Item 6) AO801 Office of Procurement 359 Ford HOB Washington, DC 20515
		CODE	AO801

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. OPR04000122
	(X)	9B. DATED (SEE ITEM 11) 12/22/2003
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
<input type="checkbox"/>	
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)


E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

a. The purpose of this amendment is to answer questions.

b. All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) William L. Dellar	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. U.S. HOUSE OF REPRESENTATIVES BY 	16C. DATE SIGNED 1-15-04
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Questions:

1. Why is this not being procured through GPO? (Or, is it also being bid through GPO?)

GPO cannot guarantee ALL of the requirements in the solicitation.

2. Could you tell us if this is a NEW solicitation or a continuing program, is there an abstract to prior awards?

It is a new solicitation, no previous procurements.

3. Of the Monthly newsletter: Pg.5, section 2.1.1 - Is each numbered page of the 6,8 or 12 page newsletter an 8-1/2x11 page? Or is each page a tabloid 11"x17" page?

Both publications (newsletter and House Services Bulletin) will be tabloid size.

4. In the cover paragraph, the Bulletin is described as a "BI-MONTHLY Newsletter (once every two months.) Later it is described as a "bi-weekly" newsletter (once every two weeks). Which is correct?

The House Services Bulletin will begin as a bi-weekly with the potential to become a weekly in the near future.

5. Bi-Weekly Bulletin: Pg. 6 - 11"x7" - Is this correctly, 11"x17"?

Yes.

6. Is each page the 11"x17" tabloid size?

Yes.

7. Is the Bulletin 4 to 6 (11x17) tabloid pages?

Yes, the Bulletin is 4-6 tabloid pages.

8. Do the 48x60 posters have to be part of the bid?

Yes.

9. If we no-bid that part, would we be disqualified?

See #8.

10. Could we sub-contract posters if we needed to for the largest sizes?

The solicitation does not prohibit subcontracting. Subcontractors need to be identified in your offer.

11. How many orders, for how many posters of that or similar size, have been ordered in the past year?

These posters have not been ordered in the past from an outside vendor.

12. For specific orders in the past, what has been the time turn-around requirement for the posters of this 48" x 60" size?

N/A.

13. Would samples of the Monthly Newsletters, Bulletins and/or rush print flyers and posters be available to see or take?

No.

14. Monthly Newsletter: In Section 2.1.1 it states to saddle stitch however you cannot saddle stitch a 6 pager (8 pager and 12 pager can be saddle stitched). Do you want the 6 pager to be 33 X 17 and Tri-fold to 11 X 17 or do you want the 6 pager to have one page 11 X 17 nested inside?

They are both folded publications, no saddle stitching.

15. Rush Printing: There is no stock specification for your 8-1/2 X 11 Flyer. Do you want the bid to be on 70# Gloss or Dull Text as is the monthly newsletter quote request?

The stock specification for our fliers is dull/matte finish.

16. Will there be any mail requirements with this bid?

No.